



# WISCONSIN REGULATORY DIGEST

## A Publication of the DEPARTMENT OF REGULATION AND LICENSING FOR WISCONSIN-REGISTERED INTERIOR DESIGNERS

Volume 1, No. 2

JUNE, 1998

### NCIDQ Address Change

The Department has received a notice from the National Council of Interior Design Qualification (NCIDQ) relating to a change of address and telephone number. NCIDQ's office is no longer located in White Plains, NY. The new address is: 1200 18th Street, NW, Suite 1001, Washington, DC 20036. Telephone: (202) 789-0400. Fax: (202) 789-0401. E-mail: [ncidq@aol.com](mailto:ncidq@aol.com).

### Other Important Addresses

You can contact the Council for Qualification of Residential Interior Designers (CQRID) at P.O. Box 1757, High Point, NC 27261. Telephone: (919) 883-1680. Fax: (919) 883-1195.

---

### INTERIOR DESIGNERS ADVISORY COMMITTEE

---

#### Committee Members:

Bill Bachman, Menomonee Falls  
Brenda Brady, Middleton  
Robert Epps, De Forest  
Judy Gehl, Brookfield  
Frank Grainer, Sr., Brookfield  
Mary M. Moser, Phillips  
John Steinhafel, New Berlin  
Walter L. Wilson, Milwaukee  
Inge Winters, Cedarburg

#### Administrative Staff:

Cletus J. Hansen, Division Administrator

#### Executive Staff:

Marlene A. Cummings, Secretary  
Patricia McCormack, Deputy Secretary  
Myra Shelton, Executive Assistant  
You can contact the American Society of Interior Designers at 608 Massachusetts Ave., NE, Washing-

ton DC 20002-6006. Telephone: (202) 546-3480. Fax: (202) 546-3240. E-mail: [asid@asid.org](mailto:asid@asid.org).

You can contact the International Interior Design Association Education Department at 341 Merchandise Mart, Chicago IL 60654-1104. Telephone: (888) 799-4432. Fax: (312) 467-0779. E-mail: [ceuiida@aol.com](mailto:ceuiida@aol.com).

### Registration of Firms, Corporations and Partnerships

We anticipated that a bill would work its way through the legislative process this year and, thus, allow a firm, partnership or corporation to call itself a "Wisconsin-registered interior designer" or "Wisconsin-registered interior designers"; however, it didn't happen. This issue was included in the department's remedial legislation bill, AB 915, that died in the regular session. We will now have to evaluate how we should address this issue in the future.

### Renewal of Registration

Your registration certificate will expire on July 31, 1998. The Department will send you a renewal notice and information about the renewal process approximately 6 weeks before the renewal deadline.

---

#### Contents:

Important Addresses .....	1
Registration of Firms .....	1
Renewal of Registration .....	1
Continuing Education .....	2
Approved Program Providers .....	2
Excerpts From Information Brochure .....	3
Telephones .....	4

Registrants who wish to renew in a timely manner and be able to legally use the title "Wisconsin-registered interior designer" as of August 1, 1998, must submit their renewal application and the

renewal fee (\$41) to the Department by July 31, 1998. Registrants may submit their application later; however, if they do, they will not be able to use the title until they actually have received a renewal certificate.

### Continuing Education

We can tell that there is more interest in this topic as we get closer to the first registration renewal deadline and as we receive telephone calls asking for clarification of the requirements. We appreciate your concern. A Wisconsin-registered interior designer **who was registered before January 2, 1998**, and who submits a renewal application without the required evidence of completion of continuing education will receive a notice of having filed an incomplete application. The registration will not be renewed until the registrant subsequently submits proof of having completed the continuing education.

### Approved Program Providers

The rules of the department were designed to keep the process of approving providers and instructors as simple as possible. The rules say that an "approved educational program" means a program of education relating to the general subject matter of interior design that, together with its instructors, is approved by the American Society of Interior Designers, the Interior Design Continuing Education Council, the International Interior Design Association, the Interior Design Education Council, the Interior Designers of Canada, or other body recognized by the Department.

In spite of this broad language, the Department has recently received 2 requests for clarification--one from the Wisconsin/Upper Michigan Chapter of the National Kitchen and Bath Association and one from the Fox Valley Technical College. The responses of Secretary Marlene Cummings are reprinted for your information.

GREEN BAY WI 54302  
TIMOTHY BENKOWSKI  
REMODELING DESIGN & CONSULTING  
13000 W BLUEMOUND RD  
ELM GROVE WI 53122

Dear Ms. Wilinski and Mr. Benkowski:

I am writing to inform you that some of the members of the Interior Designers Advisory Committee reviewed your letter of December 18, 1997, requesting that the Department approve "the National Kitchen & Bath Association (NKBA) and its On-Going Professional Development credits to be accepted as continuing educational programs as required for the Wisconsin Registered Interior Designer accreditation." The committee members also reviewed correspondence from John Spitz of NKBA and Barbara Henn of ASID regarding the approval of continuing education courses.

The committee members recommended that the Department should respond favorably to your request for approval of the National Kitchen and Bath Association's continuing education courses. I concur with that recommendation and assert that the Department will accept for satisfaction of continuing education requirements any courses which have been approved by the National Kitchen & Bath Association. It appears that you are not asking that we accept courses which are only approved by your local chapter; therefore, this approval does not extend to such courses. If there is a problem with this position, please let me know as soon as possible.

Thank you for your letter and the materials which you and others sent to us. I'm sure that clarifying these matters will be very helpful to all of your members who are Wisconsin-registered interior designers.

With respect,

Marlene A. Cummings, Secretary  
(608) 266-8609

cc: John Spitz, NKBA  
Barbara Henn, ASID

March 24, 1998

JO ELLEN WILINSKI  
WILCO CABINET MAKERS INC  
1844 SAL ST

March 24, 1998

JOAN ROLFS & CYNTHIA CHASE WHITELY  
FOX VALLEY TECHNICAL COLLEGE  
PO BOX 2277  
APPLETON WI 54913-2277

Dear Ms. Rolfs and Ms. Whitely:

I am responding to your letter of March 11, 1998, concerning the approval of classes which you would like to offer to registered interior designers for completion of continuing education requirements.

Your letter was reviewed by two members of the Interior Designers Advisory Committee and by 3 members of my staff. All but one of the reviewers recommended that the Department approve the listed courses and other similar courses under the following conditions:

1. The courses must relate to the general subject matter of interior design.
2. The courses must be presented by institutions of higher learning which are accredited by one of the regional institutional accrediting commissions or associations which have been recognized by the U. S. Commissioner of Education.
3. A registered interior designer may not receive continuing education credit for any course which he or she completed to qualify for registration with the Department.

I concur with these recommendations and hereby express the Department's position, as stated above.

Thank you for your attention to these matters.

With respect,

Marlene A. Cummings, Secretary  
(608) 266-8609

cc: Kathy Cullen, State Consultant

year and the renewal fee is \$41. The first renewal deadline is July 31, 1998. Registration certificates are issued for the rest of the 2-year registration period, except that those registrants who initially register after the Department mails renewal notices to registrants are registered for the last few weeks of the biennium and the following 2 years. The Department mails renewal applications approximately 6 weeks before the deadline.

#### **What are the requirements for registration?**

An applicant must proceed under any one of the following tracks:

- (a) Registration based on education, an exam or experience.
- (b) Reciprocal registration of a person who is registered or licensed as an interior designer by another jurisdiction. The reciprocal registration fee is \$41.
- (c) Registration of a registered architect who has at least 6 years of practical experience in interior design.

#### **What type of examination must I have passed in order to be a Wisconsin-registered interior designer?**

You must have done one of the following:

- (a) Passed the complete exam administered by the National Council of Interior Design Qualification (NCIDQ) **in 1990 or later**. The exam which was administered in 1990 and thereafter included a section on the building and barrier-free codes.
- (b) Passed the NCIDQ exam **prior to 1990** and passed the separate building and barrier-free portion of the exam administered **in 1990 or later**.
- (c) Passed the exam administered by the Council for Qualification of Residential Interior Designers (CQRID) and passed the building and barrier-free portion of the NCIDQ exam.

#### **Excerpts From Information Brochure**

##### **What persons must register with the Department?**

Individuals who would like to use the title "Wisconsin registered interior designer," imply that they are a Wisconsin registered interior designer or represent themselves as a Wisconsin registered interior designer. Therefore, a person who does not use the title or make such representations may practice as an interior designer without being registered by the Department.

##### **How much does it cost to obtain a registration certificate?**

The initial registration fee is \$41. Registration certificates expire on July 31 of each even-numbered

Department of Regulation and Licensing  
Interior Designers  
P.O. Box 8935  
Madison, WI 53708-8935

# REGULATORY DIGEST

Bulk Rate  
U.S. Postage  
Paid  
Madison, WI  
Permit No. 1369

RETURN SERVICE REQUESTED

## Telephones

The Division of Business Licensure & Regulation has a menu telephone system which is designed to efficiently direct the caller to the appropriate section. The telephone number for staff is:

**(608) 266-5511**

After dialing this number you are asked to press 1, 2, 3 or 4, followed by sub-menu numbers. For all practical purposes, these menu numbers and sub-menu numbers can be treated like extension numbers if you know the extension of the person you are calling. For the following requests, please press the numbers as noted:

<b>Application Forms</b>	<b>Press 11</b>
<b>Complaint Against Licensees</b>	<b>Press 12</b>
<b>Verification of Licensure and Name/Address Changes</b>	<b>Press 21</b>
<b>Practice Questions</b>	<b>Press 32</b>
<b>Application Processing and Requirements</b>	<b>Press 43</b>

## Visit the Department's Web Site

<http://badger.state.wi.us/agencies/drl/>  
Send comments to [dorl@mail.state.wi.us](mailto:dorl@mail.state.wi.us)

## Wisconsin Statutes and Code

Copies of the Wisconsin Statutes and Administrative Rules Relating to the Regulation of Interior Designers can be ordered from the Department. Include your name, address, county and a check payable to the Department of Regulation and Licensing in the amount of \$5.28. The latest edition is dated November, 1997.

## Change of Name or Address?

Please photocopy the mailing label of this digest, make changes in name or address, and return it to the Department. Confirmation of changes are not automatically provided.

**WIS. STATS. S. 440.11 ALLOWS FOR A \$50 PENALTY TO BE IMPOSED WHEN CHANGES ARE NOT REPORTED WITHIN 30 DAYS.**

## Subscription Service

Bi-annual digest subscriptions are published for all types of credentials in the Department at a cost of \$2.11 each per year. LICENSEES RECEIVE THEIR REGULATORY DIGEST FREE OF CHARGE. Others may send the fee and this form to the address listed above.

## Subscription Service Order Form

---

Name

---

Company/Organization

---

Street Address/P.O. Box

---

City/State/Zip + 4

---

County

---

Digest(s) desired:

---

G:\DIGEST\DES698.DOC